



SEND the Right Message
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Example Message to Request a Statement

Subject: Request for Supporting Statement for DLA Application

Hi [Name],

I hope you're well. I'm currently completing a Disability Living Allowance (DLA) application for [Child's Name], and I wondered if you would feel comfortable writing a short statement to support our claim.

The form asks whether anyone else who knows [Child's Name] can describe their needs and the help they require. As someone who understands the challenges [he/she/they] face(s), your perspective would be really valuable.

If you're able to help, it would be useful to include:

- How long you've known [Child's Name] and in what capacity
- A few examples of the difficulties you've seen them experience
- Any support or supervision you've observed they need (emotionally, physically, socially)
- Anything you feel is important for someone unfamiliar with [Child's Name] to understand

If possible, please **sign and date** your statement. If emailing it to me, I can print the full email with sender details to attach to the form.

Thank you so much — it means a lot.

Warm wishes,

[Your Name]

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